

Baltimore City Conservation Checklist

Not in use? Turn them off.

Turning off lights and shutting down office tools reduces consumption. Even if photocopiers and computers go unused for just fifteen minutes, it makes sense; turning them on again wastes less energy than keeping them warm and ready at all times.

Before you hit the door, hit the equipment switch.

Remind the people you work with to turn off electrical applications before leaving for the day. Developing a procedure or schedule for shutting power off is well worth the effort.

Know your computer.

Most monitors have power management controls that cut down consumption. Take time to check the user's manual for proper use. Be conscious of power-draining, out-dated "screensavers;" which are nice to view but aren't necessary for today's computers.

Brainstorm with your co-workers

Share your thoughts on energy. If you identify excess or unused light, alert the building manager. They can install a more practical switch or supply an appropriate light source.

Too hot? Too cold? Call your Facility Manager

They know a lot about buildings and can take appropriate action against unsuitable temperature control.

See the big picture.

We are in this together. An open window in a well-ventilated conditioned area is wasteful. Space heaters are quick to comfort, but over the long haul they are greedy energy consumers. Moreover, the use of multiple personal coffeepots and microwaves poses similar problems.

